



## **CITY OF BIGGS Planning Staff Report**

**TO:** CITY OF BIGGS CITY COUNCIL

**FROM:** Scott Friend, AICP – City Planner

**MEETING DATE:** May 10, 2016; 6:30 p.m.  
Biggs City Hall, 3016 Sixth Street, Biggs, CA 95917

**SUBJECT:** Professional Staffing Support for a Lot Split at 3069 Eighth Street

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### **REQUEST**

A request for supplemental funding in the amount of \$1,985.00 to cover planning staff time necessary to prepare and process an application for a Lot Split and Variance on an existing City owned parcel located at 3069 Eighth Street.

### **DISCUSSION**

The proposed action involves the allocation of supplemental funding in the amount of \$1,985.00 to cover planning staff time necessary to prepare and process an application for a Lot Split and Variance on an existing City owned parcel located at 3069 Eighth Street. With this action it has been assumed that because this action is a City-initiated matter that formal application fees will be waived and that the fee proposal advanced with this report will cover estimated staff costs associated with the preparation and processing of the necessary entitlement / land division requests.

If this action were being advanced by a private applicant, application fees for the project would total \$1,633.75 (does not include time for application preparation or technical support or studies). This would be a deposit amount payable by the applicant at the time of application intake. Costs exceeding the application fee would be billed to the applicant as necessary.

### **ENVIRONMENTAL REVIEW**

Not Applicable with this action.

### **FISCAL IMPACT**

\$1,985.00

### **RECOMMENDATION**

Staff recommends that the City Council approve a budget supplement / task order in the amount of \$1,985.00 to cover estimated staff time to prepare and process Parcel Map and Variance applications at 3069 Eighth Street to split the existing lot, and, authorize the City Administrator to sign agreement for services.

### **ATTACHMENT(S):**

March 8, 2016

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- Scope of Work and Fee Proposal